



REQUEST FOR QUALIFICATIONS (RFQ)
to provide
Professional Services for
COUNTYWIDE NON-NBI BRIDGE INSPECTIONS
(PR 50041)

RESPONSE DUE

by

November 14, 2025, at

2:00 PM

Via Email: christopher.solis@venturacounty.gov

Issue date: 09/29/2025



Table of Contents

I. SCHEDULE OF EVENTS3

II. INTRODUCTION3

III. PROJECT DESCRIPTION AND PURPOSE3

IV. SCOPE OF WORK3

V. SUBMISSIONS5

VI. SELECTION CRITERIA6

VII. PAYMENT METHOD7

Attachments

- A. Sample Standalone Contract

I. SCHEDULE OF EVENTS

Issuance of RFQ	9/29/2025
Last Date to Submit Inquiries	10/31/2025
Closing Date of SOQ	11/14/2025 @ 2PM
Interviews if Scheduled	Eta. End of November

Statement of Qualifications (SOQ's) should be submitted no later than 2:00 p.m. on November 14th, 2025, to the following address:

Via email: christopher.solis@venturacounty.gov

All submittals should be sent by email. Incomplete submittals and/or submittals received after the deadline will not be accepted.

Consultant may submit questions via email to christopher.solis@venturacounty.gov no later than 2:00pm on October 31th, 2025. All inquiries shall be made only through this email address; telephone calls will not be accepted. It is the responsibility of the proposer to monitor the County website for updates prior to the closing date.

II. INTRODUCTION

The Ventura County Public Works Agency - Roads & Transportation department (PWA-RT) is seeking a qualified firm to conduct inspections of the County's 79 non-National Bridge Inventory (non-NBI) bridges, which have not been evaluated since 2011. These inspections are necessary to assess current bridge conditions, identify potential safety or maintenance issues, and update the County's bridge asset records.

III. PROJECT DESCRIPTION AND PURPOSE

The Non-NBI Bridge Inspection Project involves comprehensive structural inspections of 79 bridges and associated elements located in the County of Ventura. The Consultant shall perform detailed field inspections to assess the structural condition, identify any deficiencies or deterioration, and evaluate the overall safety and serviceability of each bridge.

IV. SCOPE OF WORK

The Consultant shall provide professional civil and structural engineering services to perform comprehensive inspections of all non-NBI bridges within Ventura County. Services include reviewing existing inspection records, conducting visual field inspections, collecting relevant data, and assessing the structural condition of each bridge. The scope also includes identifying deterioration, documenting deficiencies or areas where data is insufficient, and preparing inspection reports with maintenance or rehabilitation recommendations. Inspection tasks may involve evaluation of key bridge components such as expansion joints, bearings, decks, substructures, railings, and

adjacent slope stability, as appropriate based on-site conditions and direction from the Agency. All work shall be conducted in accordance with applicable standards, including the FHWA National Bridge Inspection Standards (NBIS), and Caltrans Bridge Inspection Manuals. At a minimum, Consultant scope shall include the following tasks:

Project Management: Within 14 days of contract execution, a kick-off meeting shall be held between the Consultant and Agency staff to discuss project goals, scope, and schedule; introduce the project team; request necessary information; and address other relevant matters. The Consultant shall prepare and distribute meeting minutes following each meeting. The Consultant shall also provide regular progress updates, including current schedule status, completed and upcoming inspection dates, and/or request for a meeting with the County if issues or potential problems are encountered.

Bridge Inventory Review: The Consultant shall review the County's existing bridge database, as well as past non-NBI inspection reports (2011) and recent Caltrans inspection reports, to identify data gaps and determine anticipated field data collection needs. Based on this review, the Consultant shall develop standardized field inspection forms tailored specifically for non-NBI bridges, ensuring alignment with the data elements typically included in Caltrans inspection reports and what is required to be updated on the County's Bridge database.

Bridge Inspections: Prior to commencing bridge inspections, the Consultant shall provide the County with a detailed Pre-Inspection Work Plan. This plan shall include the proposed inspection schedule for all 79 bridges within the project scope, identification of inspection personnel, and a timeline for deliverables. For each bridge, the Consultant shall complete a field inspection form developed specifically for this project.

Inspection Reporting: The Consultant shall be responsible for submitting Final Inspection Reports for all 79 bridges, incorporating County feedback and meeting all applicable reporting requirements and milestones as outlined in the approved work plan. The Final Inspection Report shall include, but is not limited to, the following elements:

1. **Inspection Information** – Inspection staff, bridge inspection date, who the report was prepared and reviewed by.
2. **General Bridge Information** – Location map, County bridge ID number, structure type, span length, width, and construction materials.
3. **Condition Assessment Summary** – Notes from visual observations and field inspections shall be documented in alignment with the format and content of Caltrans inspection reports. A completed Field Inspection Form for each bridge shall be appended to the corresponding Inspection Report.
4. **Photographic Documentation** – Clear (300 dpi minimum), geo-referenced images of structural components with directional context. Each bridge's structural elements shall be photographed, including but not limited to the superstructure, substructure, deck surface, railings, barriers, and roadway approaches.

5. **Load Rating** - The Load Rating for each bridge shall be reassessed to determine if changes in the condition have reduced the bridge's capacity.
6. **Scour** - Document areas of observed or potential scour around bridge foundations or abutments. Provide a line-item cost estimate and assign a priority code (0 = Emergency, 1 = High, 2 = Medium, 3 = Low) based on the severity of observed conditions.
7. **Maintenance and Repair Recommendations** – Provide a prioritized recommendation for each bridge, categorized as one of the following: No Work Required, Preventive Maintenance, Rehabilitation, or Reconstruction. For any recommended maintenance work, provide a line-item breakdown of estimated costs and assign a priority code to each item (0 = Emergency, 1 = High, 2 = Medium, 3 = Low). These codes will assist the County in effectively prioritizing and scheduling maintenance activities.
8. **Overall Condition Rating** –A calculated sufficiency rating per FHWA and a condition rating using the National Bridge Inspection Standards (NBIS) rating system (0-9 scale) for each bridge component's condition (deck, superstructure, substructure and culvert).

V. SUBMISSIONS

The Statement of Qualifications (SOQ's) must not be more than 25 single sided pages and shall be in PDF 8.5"x11" format, minimum, Arial 12 pt Font & Spacing. Submittals should be submitted via email to christopher.solis@venturacounty.gov. The SOQ shall include the following:

1. Transmittal Letter – This letter should outline the firm's ability to provide the experience and scope of services requested. Describe company size, management, and ownership, including name, address, telephone number, years in business, number of employees, primary contact, and ID number. This letter must be signed by an authorized representative of the consulting firm.
2. Statement of Understanding – Consulting firm shall include a statement describing their understanding of the work to be performed under this contract and a brief description of the firm including the types of services offered.
3. Staff Experience - Provide a description of the key personnel who will be involved in this project, their roles, and responsibilities. Provide relevant experience in the preparation of bridge inspection reports, related support materials, and specialized environmental studies on similar past projects. In addition to this summary, provide a brief resume for each describing their education, experience, and qualifications.
4. Communication Plan - Provide a description of your Firm's approach to communicating effectively with County staff, stakeholders, and the public to facilitate successful delivery of assigned tasks.

5. The Consultant shall list a minimum of two (2) projects of a similar nature completed in the last 5 years. Services should reflect the Scope of Services section of this RFQ. Please include:
- Project Description
 - Description of services provided and Key personnel.
 - Client name, contact person, and current phone number.

One electronic file of the SOQ's shall be submitted for review by the Selection Committee.

VI. SELECTION CRITERIA

The selection committee, comprised of VCPWA staff, shall evaluate, and score the SOQ's based on the selection criteria listed below:

Evaluation Criteria	Rating (1-10)	Rating Factor	Total Weighted # of Points	Max. Possible
Project Understanding and Approach		x 2.0		20
Quality, Clarity, Responsiveness, & Overall Impression		x 1.0		10
Project Team / Sub-Consultants Qualifications		x 2.5		25
Relevant Experience		x 3.0		30
In-Person Interview		x 1.5		15

Total _____/100

Project Understanding/Approach: Does the Consultant's understanding of the project requirements conform to the Scope of Services offered? Does the Consultant offer a sensible approach in response to the Scope of Services? Does the Consultant offer an expanded scope for the project (Additional Services) that is justified and reasonable?

Quality, Clarity, Responsiveness, & Overall Impression: The overall look of the SOQ is professional, well organized, and easy to follow. The SOQ meets the terms and format required in the RFQ and follows the breakdown of the scope of work in the SOQ.

Project Team / Sub-Consultant Qualifications: Is the proposed team composed of members/sub-consultants with expertise and background related to the proposed project? Are appropriate disciplines presented? How much of the work will be handled by the Consultant's in-house staff and how long has that staff has been working for the firm? How many similar projects have the proposed subconsultants worked with the Consultant as a team?

Relevant Experience: Has the Consultant completed similar projects in both scope and size of similar type? Does the Consultant understand local issues?

In-Person Interview: Offers Clarity About Company, Culture, and Expectations. Provide opportunities to build rapport and probe deeper.

Upon completion of the RFP evaluations, the final ranking of the firms will be established. The two highest-scoring firms will be invited to participate in the interview. The selected firm will be asked to submit a written fee proposal and if accepted they'll be invited to enter a contract with VCPWA.

VII. PAYMENT METHOD

The method of payment for this contract shall be "Specific Rates of Compensation". Under this method of payment, the proposed Consultant is paid at an agreed upon and supported fixed hourly rate for each employee working directly on the contract work. These rates shall be negotiated and agreed upon between VCPWA and Consultant and included in the contract. The specific fixed rate includes the proposed Consultant's fee and indirect costs, such as overhead, fringe, and other administrative charges. Rates of Other Direct Costs shall be reimbursed using separate itemized unit costs such as mileage, printing, postage and other reimbursable expenses.

A schedule of costs and fees shall **NOT** be submitted with the SOQ. Upon selection of the highest-ranking firm, a request for a cost proposal will be issued to the highest-ranking firm.